

At a Meeting of **Pembroke Dock Town Council** held at the Pater Hall, Pembroke Dock on Thursday 31st July 2014

PRESENT: Councillors P George, M Murton, P Folland, G Goff, D Earl, J Phillips, M Colgan, P Kraus, J McNaughton and A McNaughton

IN ATTENDANCE:

Sarah Scourfield –Town Clerk
Amanda Dillaway – Deputy Town Clerk
Nicola MacKay – Administrative Support Officer

36. APOLOGIES FOR ABSENCE

Councillors T Wilcox, S Perkins, P Gwyther, C Fortune and A Lee

37. DECLARATIONS OF INTEREST

There were no declarations of interest.

38. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

There were no members of the public present.

39. MINUTES OF 3rd July 2014

It was **PROPOSED by Councillor J McNaughton**
SECONDED by Councillor M Murton
RESOLVED – That the Minutes of 3rd July 2014 are adopted as a true record.

40. MATTERS ARISING FROM THE MINUTES OF 3rd JULY 2014

Councillor G Goff – Western Telegraph Interview

Councillor Goff informed council at the last meeting he was approached by Amy the reporter from the Western Telegraph; she informed G Goff that there would be an article in the paper welcoming Councillor Goff onto the Pembroke Dock Town Council. It was noted that the piece was in the paper this week.

Standing Order Training for Councillors (Item 14.8)

It was questioned whether training had been arranged. The Town Clerk stated that she would imminently contact councillors with a date for training.

Pembroke Dock Mens Shed (Item 27.21b)

The Town Clerk informed members that there had been a response to the letter sent out from the last meeting, it was noted that the update informed members that the Men's Shed offers workspace where men can come together to work on practical projects and meet other people of similar interests. The organisation is run by the members who decide together what projects they will work on. They have secured premises down towards the Dock Yard in Pembroke Dock and are underway with renovations.

The Mayor stated that most of the men that attend are in fact from Pembroke Dock and she has heard nothing but good reports of the men helping throughout the community.

It was suggested that £150.00 should be granted to the Pembroke Dock Men's Shed.

It was **PROPOSED by Councillor A McNaughton**
SECONDED by Councillor G Goff
RESOLVED – That £150.00 be granted to the Pembroke Dock Mens Shed under the Council's legal power of Local Government Act 2000, s2

Accounts Package Training (Item 27.25)

It was stated that training had been complete; therefore all office staff are up to date on the aspects of the accounts package applicable to their work load.

Information sessions to Town and Community councils – Changes to maternity, neonatal, paediatric and gynaecology services at Withybush General Hospital (Item 27.27)

It was noted that the presentation had been received by the Town Clerk for councillors to view if they wish.

Councillor Kraus stated that he attended the meeting that was held on 3rd July 2014 in Narberth, P Kraus stated that the meeting had in fact been cancelled late in the day so there is nothing for him to report.

Planning Application – 13/0818/PA (item 28.35)

It was questioned whether the letter agreed at last meeting had been sent to Hugh Towns.

The Deputy Town Clerk stated that the letter had been sent on Friday 4th July 2014, and Mr Towns had sent a response stating he had received the letter and would be in touch in due course.

Letter of Complaint – Brewery Street Lane (Item 28.36)

It was questioned whether there was an update; the Town Clerk stated she would chase up a response.

Reports from Town Council Representatives serving on Outside Bodies (Item 27.30)

It was commented that over recent weeks it had become apparent that information had not been brought back to the Town Council from the meetings held by the Twinning Committee, it was stated that this has caused a number of issues with recent events.

Councillor A McNaughton stressed that recent events prove how important it is for anyone serving on an outside body to be reporting information back to members of the council.

Payments Previously Agreed

The Town Clerk informed members that Charlene Jones the young boxer representing Pembroke Dock had taken part in the Commonwealth Games which had been aired on television. It was noted at how well Charlene had done at the games.

It was suggested that a letter be written to Charlene inviting her to attend a council meeting to be congratulated personally by members of the Town Council.

Community Issues (Item 33)**Bunting**

It was again questioned whether there had been any update on putting bunting up throughout the town. The Town Clerk reiterated that there is no update on this as the guidelines state that permission has to be gained from all property owners before anything is to move forward. It was noted that bunting throughout the town would be in place for next year.

Pot Holes in Roads

It was noted that Upper Law Street, Upper Meyrick Street, Church Street and Clarence Street should be reported to Pembrokeshire County Council again as the pot holes in those areas are particularly dangerous. The Town Clerk stated that a letter would be written to Pembrokeshire County Council.

41. REPORT OF THE TOWN CLERK

37. Grant Funding Requests

A grant funding request had been received from Crucial Crew Ambulance Team, it stated the Crucial Crew Ambulance Team receive no funding from the Welsh Ambulance Service yet they educate and provide training sessions for children aged 8-11 in basic life support.

Crucial Crew covers all primary schools within Pembroke Dock along with other junior schools throughout Pembrokeshire; training can cover between 12,00 and 15,00 pupils per year. Crucial Crew Ambulance Team were looking for funding to enable them to provide the children with visual reminders of the training which they have received. Crucial Crew have previously attended the Town Council offices and provided staff with basic life support training, which staff members felt was an invaluable session.

After Discussion

It was

PROPOSED by Councillor M Colgan

SECONDED by Councillor A McNaughton

RESOLVED – That £150.00 be granted to the Crucial Crew Ambulance Team under the Council's legal power of Local Government Act 2000, s2

38. HSBC Bank Account

It was stated that the Town Clerk's name on the HSBC bank account needed to be changed; the Town Clerk stated that the local branch had been contacted for the relevant forms for this change to be made.

Member's agreed for the Town Clerk's name to be changed to Sarah Scourfield on the bank account

It was

PROPOSED by Councillor M Colgan

SECONDED by Councillor M Murton

RESOLVED – That the Town Clerks name is to be changed on the bank HSBC bank account.

39. Safe Routes in the Community

A notification had been received from Pembrokeshire County Council that the traffic calming measures and a 20mph speed limit will be introduced along a section of Pembroke Road in the vicinity of Pembroke Comprehensive School. There will also be two cycle shelters installed at the entrance to Pembroke Leisure Centre and 3 to be installed at Pennar Community School. It was stated that works were due to commence on week beginning 28th July 2014, taking approximately 5 weeks to complete.

It was further questioned whether the revised traffic lights scheme at Ferry Lane/Buttermilk Lane had been postponed. There was a general discussion regarding the traffic lights where members questioned the delays. The Town Clerk stated she would contact Ben Blake for an update of the planned works.

40. Proposed waiting restrictions

Information regarding various waiting restriction proposals for the following areas had been received:

- i. No waiting at any time – Arthur Street/Bellevue Terrace/Canterbury Road/ London Road rear lane/Milton Terrace, to improve turning movements at the various junctions by removing parking;
- ii. No waiting at any time – Co-op Lane, to remove problem parking which partially obstructs footway and access to garages;
- iii. Removal of no waiting at any time – Market Street, reduces double yellow lines on the west side by 10 metres and 5 metres on eastern side (junction from Melville Street).

Copies of the plans had been included in member's papers,

It was commented that there is a lot of congestion in all of these areas. It was also noted that the way people are parking along Milton Terrace, Water Street, Melville Street were not helping the situation. The Town Clerk stated she would contact Pembrokeshire County Council with members comments.

41. Paint Scheme – Pembroke Dock

The Town Clerk contacted the regeneration department as requested at the last meeting of the Town Council regarding the proposed paint scheme within Pembroke Dock. A response had been received from Martin White which stated:

“The boundaries for the paint scheme are drawn as tightly around core retail areas in order for us to make the most effective use of our scarce financial resources. The boundaries of the paint scheme do differ from the retail centres identified in the LDP, and by focussing on a smaller, tighter area it is hoped that we can achieve a more marked impact by assisting property owners in the retail cores to improve the appearance of their buildings – which in turn will assist in improving the shopping environment for shoppers and visitors. Whilst it would clearly be helpful if we could enlarge the current boundaries, the funding available for the six town centres in the County is such that we need to concentrate effort and for that reason adjacent areas will be excluded. Last year the scheme was very successful and we were oversubscribed with applications.

At the end of the financial year we will review the scheme and reflect on its impact, and possibly make changes if we proceed with the scheme again next financial year, funding permitting.”

The Town Clerk informed members that she had received further information regarding the Paint Scheme, she stated that there had been a misunderstanding of the layout of the town and the paint scheme footprint would be revised.

42. Asda Car Park Toilets

The Town Clerk had been in contact with Pembrokeshire County Council regarding the toilets based in Asda Car Park. The Town Council's details had been forwarded onto a company called Danfo (UK) who were due to take over the management of the facilities in the next few months.

The Town Clerk had been contacted by Danfo who have stated that they note members concerns about the facilities; they stated that they will visit the toilets to ascertain the condition of the toilets to see if they can come up with any suggestions.

It was commented that complaints had not only been received about the public toilets at Asda but also the closure of the toilets at Hobbs Point.

The Town Clerk informed members that the Hobbs Point toilets had been closed due to vandalism and anti-social behavior.

43. Village Green – Queen Street

The Town Clerk stated that work had been undertaken on the section of land in Queen Street to identify when the section of land became available for use for the public. In order for the Town Council to lodge a Village Green application there had to have been 20 years' worth of use from the community, unfortunately the land had only been available for 19 years and 6 months as the land only became available in January 1995, the Town Council are therefore not able to lodge a village green application on the land at this time.

It has been highlighted that Pembrokeshire Housing Association had been approached regarding the land; they are in the process of putting together plans for properties to be built on the land. Residents had highlighted their concerns about the land being built on. The Town Clerk had advised residents that they should send letters of objection about the land being built on into Pembrokeshire County Council to ensure that their concerns are noted.

It was stated that the residents surrounding that area feel very strongly about the land being preserved as a green area and not built on, it was noted that in the region of 90 letters had been completed.

The Town Clerk stated that a letter template had been sent to residents for them to address, sign and return to the Town Council Offices, she commented that only a handful of letters had been returned.

44. Planning Committee Vacancy

The Town Clerk stated there was a vacancy on the Planning Committee due to non-attendance from a committee member at a Planning Sub-Committee Meeting since 2013. A letter had been sent to the Councillor in question to explain this.

The Town Clerk requested a volunteer for the position from Council.

It was agreed that Councillor G Goff would join the planning Sub-Committee.

42. SUPPLEMENTARY REPORT OF THE TOWN CLERK

45. Wings over Carew – 9-10th August 2014

Information was received to inform the council that there would be Wings over Carew event being held at the Carew Cheriton Control Tower on 9th and 10th August 2014 with the RAF Falcons Parachute display team being in attendance.

46. PLANED – Pembrokeshire 2020 Vision Workshops

Members had been invited to attend Pembrokeshire 2020 visioning workshops which are due to take place on Monday 8th September 2014 at the Regency Hall in Saundersfoot between 12 30 and 6.30pm.

The Town Clerk stated if any member wished to attend, the office needed to be informed as there will be a buffet supplied at the event.

Councillor M Colgan and Councillor P George informed the Town Clerk they will attend.

47. Town Council Noticeboard – Planning Permission

It was stated that notification from PCC regarding the planning application for the noticeboard had been received. The application was in the process of being refused due to the illumination of the board being within a conservation area, but it was pointed out the number of illuminated signage within a couple of meters of the building. Pembrokeshire County Council has therefore agreed the planning application of the noticeboard with illumination. The Town Clerk stated that final costings will be presented at the next meeting for the council's agreement.

48. Planning Applications

14/0285/PA 28 Arthur Street, Pembroke Dock
Construction of a Double Garage

It was resolved that the application was supported without further comments.

14/0202/PA Land South of 7 Military Road, Pennar, Pembroke Dock
Erection of dwelling

It was resolved that the application was supported without further comments.

49. BDO External Audit 2013/2014

The external audit report from BDO had been received by the Town Clerk; it highlighted concerns of the Petty Cash, the Town Clerk informed both the external auditor and internal auditor that the Petty Cash system is no longer in use due to the introduction of the debit card. It was stated that there were no other issues.

The Town Clerk asked for member's agreement to approve the external audit for the accounts to be signed for 2013/2014.

It was **PROPOSED by Councillor A McNaughton**
SECONDED by Councillor J McNaughton
RESOLVED – That the external audit ~~beis~~ signed for 2013/~~2014~~2014 and the
external auditors comments are noted for future -years.

50. Town Council Generator

The Bicentenary Committee have requested the use of the generator from the Town Council for the event “Party on the Pill” on 9th and 10th August 2014.

The Town Clerk asked for members comments, it was decided that they would lend the generator to the Bicentenary Committee for that weekend.

It was **PROPOSED by Councillor D Earl**
SECONDED by Councillor A McNaughton
RESOLVED – That the Bicentenary Committee ~~w~~ould borrow the Town
Councils generator for the weekend of 9th and 10th August 2014.

51. Picture Donated to Town Council

A picture of the construction of the Cleddau Bridge has been donated to the Town Council.

After a discussion it was agreed that the picture would be hung in the Warrior Room as that is where the Town Council meetings are held.

52. WW1 Commemoration 4th August 2014

The Town Clerk informed Council that there will be a service at the Military Cemetery, Llanion at 11.00am on Monday 4th August 2014. The Mayor will be laying a wreath at this service.

53. End of World War Celebrations

The Town Clerk informed council that in 2018 it would be the 100th Anniversary of the end of the WW1 Celebrations, it was suggested that a committee be made up to concentrate on getting an event together for this.

43. ANY OTHER ITEMS WHICH THE MAYOR DECIDES AS URGENT

There were none.

44. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

There were none.

45. ACCOUNTS FOR PAYMENT

Date	Description	Amount	Payment Method
16/06/2014	CCC Pensions Acct	£667.50	
26/06/2014	Post Office Ltd	£30.42	Debit Card
29/06/2014	Tesco – Dividers	£6.00	
01/07/2014	Swalec	£29.76	CHQ100248
01/07/2014	Post Office Ltd	£14.31	Debit Card
01/07/2014	Pater Hall Community Trust	£583.33	
07/07/2014	Euro office	£139.93	
08/07/2014	Princes Gate Water	£17.78	
13/07/2014	BT Internet Services	£75.60	Direct Debit
21/07/2014	Courtyard Caterers	£500.00	
21/07/2014	RBS Software Alpha Training	£657.54	
22/07/2014	A Phillips – Paint Brushes	£5.90	
24/07/2014	BT Phone Bill	£99.31	Direct Debit

PAYMENTS PREVIOUSLY AGREED eg, Grants, Sec 137 payments, allowances

Date	Description	Amount	Payment Method
11/07/2014	Village Green Group c/o Pennar Community	£200.00	CHQ100249

ACCOUNT RECEIPTS

Date	Description	Amount
18/07/2014	Pater Hall Community Trust	£285.42

SALARIES AND WAGES

06/06/2014-05/07/2014	Salaries and Wages	£4788.78
06/06/2014-05/07/2014	Tax and NI	£1027.41

ACCOUNT BALANCES

29/07/2014	HSBC Current Account	£11317.69
29/07/2014	HSBC Premium Account	£52377.87

It was

PROPOSED by Councillor J McNaughton
SECONDED by Councillor P Folland
RESOLVED - That the Town Council approve payment of Accounts and Salaries and Wages payments, and also approve payments previously agreed.

45. AGENDA/REPORT ITEMS FOR THE NEXT MEETING

There were none.

46. COMMUNITY ISSUES

Memorial Park, Bush Street

It was stated that there are several issues arising with the maintenance of the Memorial Park, it was noted that the fencing around the children's play areas to deter dogs from entering these areas had fallen or been pushed down, the wall next to the Bowling Club had crumbled leaving rubble on the pathway, hedgerows need cutting, all pathways within the park are disintegrating, and the flower borders need to be weeded regularly.

After a discussion, the Town Clerk stated that she would contact Safe Routes to suggest that try and get the Memorial Park be included in next year's budget and the Town Clerk would contact Pembrokeshire County Council regarding the other issues.-

~~It was also explained to council that the fencing, hedge cutting, pathways and walls were down to Pembrokeshire County Council to maintain.-~~

The Mayor questioned the intentions of the Parents Group from the Community School who stated they would like to be of help by doing some fundraising for play equipment~~tending to the borders~~ within the park. It was noted that this is yet to be done. It was suggested that the school could send letters home with the children to ascertain whether or not any of the parents are interested.

It was also noted that the company looking to build Wind Turbines in Rhoscrowther may be looking to support the surrounding areas with community funding.

Skate Park

The Mayor stated that the Town Clerk met with the company Rhino Ramps to discuss the future building works of the skate park. It was stated that there are a few access issues within this project to be resolved before the works can commence.

Lloyds Pharmacy, Dimond Street

It was commented about the plants growing inside the unused building and what looks to be a wasps nest had appeared in the window. There are also posters that were being stuck to the outside and d never taken down.

The Town Clerk stated that she had been in touch with the owner of the building noting that Lloyds Pharmacy still hold the lease until November 2015, and the issues have been reported.

Taxi Rank – Asda Car Park

It was noted that there seem to be a lot of taxi firms from all over the county using the taxi rank at Asda, it was stated that as long as the taxi drivers have their carriage licence then they can trade wherever they feel is best.

Asda Drains Overflowing

It was requested that a letter be sent to Pembrokeshire County Council to ensure the drains in Asda Car Park are all cleared before winter. The Town Clerk stated that she would speak with the maintenance department of the County Council.

47. MAYORS REPORT

The Mayor Councillor P George commented that she, along with the Mayoress Lauren George, had attended many events over the past month the first of which being the Messy Church Paper Plane competition which took place in the Memorial Park, the FAST graduation at Pembroke Dock Community School, which she hopes will carry on in September which she attended with Councillor Colgan who managed to borrow a red carpet to make the event extra special for the families.

There was the Bowling Club Annual Event where the Mayor was presented with a specially made plaque; the Mayor stated that the weather was beautiful which encouraged a great turn out. The Mayor attended Beating of the Bounds and the three schools Bicentenary Play she commented that both were very well attended.

The Mayor also attended The Final Presentation of the Princes Trust, Wales within Pembroke Dock; she stated that due to lack of funding the Princes Trust are having to shut down their courses all over the County. The Mayor noted that the ceremony was well attended, very hart felt and emotional.

The Mayor briefly commented on the Flower Festival, at St Johns Church; stating that the event was well attended, they were very lucky with the weather and she thoroughly enjoyed it, it was commented by members that the arrangement Adrian Cook displayed for Pembroke Dock Town Council was outstanding.

The Mayor also attended the Military Parade with the Band of Welsh Guards and the Fanfarezug Bergen Band, which took place on Saturday 19th July through Pembroke Dock, a short performance from both Bands was held at the Heritage Centre then finishing off with a meal at the Pater Hall.

The Mayor went on to inform the council of a few upcoming events, such as Saturday 2nd August the Harlequins Carnival will be held at the Quinn's Rugby Ground, Monday 4th August will be the 100th Anniversary of the start of World War 1, there will be a Commemoration Service at the Military Cemetery in Llanion at 11.00am, where the Mayor stated she will lay a wreath, St Johns Church is holding a service in the lady chapel as all of the fallen soldiers of the Shropshire Brigade who were based within Pembroke Dock Bush Camp, names are engraved. There is also to be a candle lit parade at 9.45pm, through Pembroke Main Street.

48. PRIVATE AND CONFIDENTIAL

It was **PROPOSED by Councillor A McNaughton**
 SECONDED by Councillor P Folland
 RESOLVED - That the press and public be excluded from the meeting under the Public
 Bodies (Admission to Meetings) Act 1960 due to legal privilege and disclosure of
 personal details.